

# CITY OF DUBLIN

*California*



**INVITES APPLICATIONS FOR THE POSITION OF**

## **Recreation Leader I/II**

**APPLY ONLINE AT** [WWW.CALOPPS.ORG](http://WWW.CALOPPS.ORG)

### **FILING DEADLINE**

Friday, April 10, 2015 @ 5:00 PM

### **SALARY**

Recreation Leader I: \$ 9.00 - \$10.55/hour

Recreation Leader II: \$10.20 - \$13.25/hour

### **THE POSITION**

Under general supervision, the Recreation Leader I/II performs activities in the delivery of recreation program areas including preschool, playground, parks, teens, sports, special events, and senior citizens.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

#### **Recreation Leader I**

- Assist in leading recreation activities in program areas such as preschool, playground, parks, teens, sports, special events, and senior citizen activities.
- Assist in planning, overseeing, and carrying out recreational activities appropriate to a variety of locations such as playgrounds, parks, community centers, school sites, and sports facilities.
- Assist in leading activities in areas such as arts and crafts, games, sports, music, drama, and nature study.
- Assist in issuing, receiving, and collecting equipment, games, and supplies.
- Assist in setting up, taking down, and cleaning up recreational facilities, as assigned.
- May provide minor first aid to recreation program participants and/or perform related first aid/emergency techniques.
- Exercise precautions necessary to ensure the safety of recreation program participants and spectators.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other duties as assigned.

### **Recreation Leader II** (In addition to the above)

- Assist with planning, overseeing, and conducting recreational activities in program areas such as preschool, playground, parks, teens, sports, special events, and senior citizen activities.
- Conduct activities in areas such as arts and crafts, games, sports, music, drama, and nature study.
- Issue, receive, control, and collect equipment, games, and supplies.
- Instruct participants in the rules and methods of playing indoor and outdoor games.
- Inspect activity areas and related equipment and recommend maintenance and repair, as appropriate.
- Assist with record-keeping and report completion.
- Enforce safety rules and regulations; maintain orderly participant conduct.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### Training and Experience:

#### **Recreation Leader I**

1. Education: There is no educational requirement for this class; equivalent to completion of two years of high school is desirable. At time of hire, must be 15 years of age or older.
2. Experience: Demonstrated experience (paid or volunteer) working with participants in a structured or supervised social/recreational program.

#### **Recreation Leader II**

1. Education: There is no educational requirement for this class; equivalent to completion of three years of high school is desirable. At time of hire, must be 16 years of age or older.
2. Experience: A minimum of 520 hours' experience performing duties similar to that of a Recreation Leader I with the City of Dublin.

### Knowledge and Abilities:

#### **Recreation Leader I**

##### *Knowledge of:*

- Basic knowledge of a variety of recreation activities.

##### *Ability to:*

- Learn skills needed to conduct basic recreation activities.
- Follow written and oral instructions.
- Communicate in an effective manner.
- Exercise courtesy and tact in dealing with recreation program participants and spectators.
- Deal with difficult or stressful situations in a calm and professional manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

#### **Recreation Leader II** (in addition to the above)

##### *Knowledge of:*

- Basic techniques of instruction for conducting recreation program areas such as sports, games, arts and crafts.
- General use and care of a variety of recreation program supplies and equipment.

##### *Ability to:*

- Conduct recreation activities.
- Communicate concisely orally and in writing.

*Licenses, Certifications, Special Requirements:*

1. Required: School work permit, if applicable.
2. Desirable: Current Certification in Standard First Aid and CPR.
3. This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.
4. Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.

**PHYSICAL STANDARDS**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and report operational and technical policy and procedures.

On an intermittent basis, sit at desk for long periods of time, stand, walk, and bend while leading recreation activities; squat, climb, kneel and twist intermittently when setting up various recreation programs; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less.

**BENEFITS**

There are no benefits for part-time, temporary-seasonal positions.

**THE SELECTION PROCESS**

The best-qualified candidates, as determined by an initial screening of applications, will be invited to participate in an interview process which will consist of written and/or oral components. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process. No faxed or e-mailed applications will be accepted.

Pursuant to the City's Personnel Rules Section 24.2, the City retains the right to take appropriate steps to avoid inappropriate working relationships among relatives.